



**STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)  
REQUEST FOR PROPOSAL**

**AMENDMENT NO.: 001  
RFP NO.: B3Z05037  
TITLE: Courier Services  
ISSUE DATE: 10/20/04**

**REQ #: NR 580 41070500011  
BUYER: John Hall  
PHONE NO.: (573) 522-1620  
E-MAIL: john.hall@oa.mo.gov**

**Return Proposal No Later Than date revised by Amendment #001**

**RETURN PROPOSAL NO LATER THAN: 11/02/04 AT 2:00 PM**

**MAILING INSTRUCTIONS:** Print or type RFP Number and Return Due Date on the lower left hand corner of the envelope or package. Proposals must be in DPMM office (301 W High St, Rm 630) by the return date and time.

**RETURN PROPOSAL AND AMENDMENT(S) TO:**

**DPMM  
P O BOX 809  
JEFFERSON CITY MO 65102-0809**

**or**

**DPMM  
301 WEST HIGH ST, RM 630  
JEFFERSON CITY MO 65101**

**CONTRACT PERIOD: January 1, 2005 through December 31, 2005**

**DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:**

**Dept. of Health and Senior Services  
State Public Health Laboratory  
307 West McCarty  
Jefferson City, MO 65101**

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by this and any previously issued RFP amendments. The offeror should, as a matter of clarity and assurance, also sign and return all previously issued RFP amendment(s) and the original RFP document. The offeror agrees that the language of the original RFP as modified by this and any previously issued RFP amendments shall govern in the event of a conflict with his/her bid. The offeror further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when this RFP amendment is countersigned by an authorized official of the State of Missouri, a binding contract shall exist between the offeror and the State of Missouri.

**SIGNATURE REQUIRED**

<b>AUTHORIZED SIGNATURE</b>		<b>DATE</b>	
<b>PRINTED NAME</b>		<b>TITLE</b>	
<b>COMPANY NAME</b>			
<b>MAILING ADDRESS</b>			
<b>CITY, STATE, ZIP</b>			
<b>FEDERAL EMPLOYER ID NO.</b>		<b>SOCIAL SECURITY NO. IF FEDERAL EMPLOYER ID NO. NOT APPLICABLE.</b>	
<b>PHONENO.</b>	<b>FAX NO.</b>		<b>E-MAIL ADDRESS</b>

**NOTICE OF AWARD (STATE USE ONLY)**

<b>ACCEPTED BY STATE OF MISSOURI AS FOLLOWS:</b>					
<b>CONTRACT NO.</b>		<b>VENDOR NO.</b>		<b>CONTRACT PERIOD</b>	
<b>BUYER</b>		<b>DATE</b>		<b>DIRECTOR</b>	

Courier Services  
Dept. of Health and Senior Services

Contract Period: January 1, 2005 through December 31, 2005

The perspective offerors are hereby advised of the following:

1. Return Proposal No Later Than: November 2, 2004 at 2:00 PM in lieu of 10/21/04 at 2:00 PM.
2. The following are hereby revised or inserted;

*The contract period*

*Paragraph 2.2.1*

*Subparagraphs of Paragraph 2.2.4*

*Attachment #1 (Geographic Regions 2 & 5)*

Listed below are questions asked by potential offerors and the corresponding answers which are provided for clarification purposes only:

Question 1: Do all of the locations in Attachment 1 require pick up service everyday?

Answer 1: Yes. Refer to paragraph 2.2.1.

Question 2: Will the contractor be paid for each stop, whether or not a pick up is made?

Answer 2: Yes. Refer to paragraph 2.4.3.a.

Question 3: What is considered proper identification?

Answer 3: Refer to paragraph 2.2.4.c.

Question 4: Is there a required format for the pick up log?

Answer 4: No, but it must include all required information. Refer to paragraph 2.3.1.

Question 5: Will laboratory samples be delivered between different pick up locations?

Answer 5: No. Refer to 2.2.4.

Question 6: Will pick ups from Regions 3 and 4 only be delivered to the laboratory sites within those regions?

Answer 6: No. Refer to paragraph 2.2.4.e. and f.



**STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)  
REQUEST FOR PROPOSAL**

**RFP NO. B3Z05037  
TITLE: Courier Services  
ISSUE DATE: 09/29/04**

**REQ#: NR 580 41070500011  
BUYER: John Hall  
PHONE NO.: (573) 522-1620  
E-MAIL: john.hall@oa.mo.gov**

**RETURN PROPOSAL NO LATER THAN: 10/21/04 AT 2:00 PM**

**MAILING INSTRUCTIONS:** Print or type **RFP Number** and **Return Due Date** on the lower left hand corner of the envelope or package. Proposals must be in DPMM office (301 W High St, Rm 630) by the return date and time.

**RETURN PROPOSAL TO: DPMM or DPMM  
P O BOX 809 301 WEST HIGH ST, RM 630  
JEFFERSON CITY MO 65102-0809 JEFFERSON CITY MO 65101**

**Contract Period revised by Amendment #001**

**CONTRACT PERIOD: January 1, 2005 through December 31, 2005**

**DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:**

**Dept. of Health and Senior Services  
State Public Health Laboratory  
307 West McCarty  
Jefferson City, MO 65101**

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (Revised 08/28/04). The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when this RFP is countersigned by an authorized official of the State of Missouri, a binding contract shall exist between the offeror and the State of Missouri.

**SIGNATURE REQUIRED**

<b>AUTHORIZED SIGNATURE</b>		<b>DATE</b>	
<b>PRINTED NAME</b>		<b>TITLE</b>	
<b>COMPANY NAME</b>			
<b>MAILING ADDRESS</b>			
<b>CITY, STATE, ZIP</b>			
<b>FEDERAL EMPLOYER ID NO.</b>		<b>SOCIAL SECURITY NO. IF FEDERAL EMPLOYER ID NO. NOT APPLICABLE</b>	
<b>PHONENO.</b>	<b>FAX NO.</b>	<b>E-MAIL ADDRESS</b>	

**NOTICE OF AWARD (STATE USE ONLY)**

<b>ACCEPTED BY STATE OF MISSOURI AS FOLLOWS:</b>		
<b>CONTRACT NO.</b>	<b>VENDOR NO.</b>	<b>CONTRACT PERIOD</b>
<b>BUYER</b>	<b>DATE</b>	<b>DIRECTOR</b>

## **1. INTRODUCTION AND GENERAL INFORMATION**

### **1.1 Introduction:**

- 1.1.1 This document constitutes a request for competitive, sealed proposals for the provision of courier services as set forth herein.
- 1.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:
  - 1) Introduction and General Information
  - 2) Contractual Requirements
  - 3) Proposal Submission Information
  - 4) Pricing Pages
  - 5) Exhibits A – D
  - 6) Terms and Conditions
  - 7) Attachment 1

### **1.2 Background Information:**

- 1.2.1 The Department of Health and Senior Services has previously contracted for these services through C302024001. A copy of that contract can be viewed and printed from the Division of Purchasing and Materials Management's **Public Record Search and Retrieval System** located on the Internet at: <http://www.ohio.gov/purch/purch.htm>. In addition, all proposal and evaluation documentation leading to the award of that expiring contract may also be viewed and printed from the Division of Purchasing and Materials Management's **Public Record Search and Retrieval System**. Please reference the Bid number B3E02024 or the contract number C302024001 when searching for these documents.

## **2. CONTRACTUAL REQUIREMENTS**

### **2.1 General Requirements:**

- 2.1.1 The contractor shall provide courier services for the Department of Health and Senior Services, State Public Health Laboratory (hereinafter referred to as the "*state agency*"), located at 307 West McCarty, Jefferson City, Missouri, in accordance with the provisions and requirements as specified herein.
- 2.1.2 The contractor shall perform all services to the sole satisfaction of the state agency.

### **2.2 Performance Requirements:**

#### **Paragraph 2.2.1 revised by Amendment #001**

- 2.2.1 The contractor shall pick up and deliver laboratory samples from any or all location stops within the geographic regions and location stops outside the projected county locations identified in Attachment 1 as requested by the state agency. Pick up shall occur between the hours of 10:30 a.m. and 5:00 p.m., Monday through Friday, including holidays or at other times if mutually agreeable to the contractor, state agency, and the pick up facility. Laboratory samples may include, but shall not be limited to, blood tubes, dried filter paper blood spots, water containers, culture plates, and rabies specimens.
- a. Location stops within the geographic regions are identified in Attachment #1.
    - 1) The state agency reserves the rights to change and/or add pickup location names and addresses. The contractor shall be notified of such changes/additions in writing (via email or fax) by the state agency.
  - b. The minimum number of location stops per geographic region and the projected pick up locations by county are identified in Attachment 1.
    - 1) The state agency does not guarantee a minimum number of stops and reserves the right to reduce the number of stops if necessary.
  - c. Although no stops will occur outside of Missouri, location stops do occur outside the projected county locations identified in Attachment 1 at various locations. The number of location stops is unknown. If requested by the state agency in writing, the contractor must pick up and deliver to those locations stops.
  - d. The contractor shall provide the state agency with a listing of scheduled pick up times for each location within a geographic region.
- 2.2.2 The contractor shall only pick up laboratory samples which are stored in safety approved containers and must ensure that the laboratory samples remain in the safety approved containers at all times during transport.
- 2.2.3 The contractor shall store and transport all laboratory samples in a controlled environment in which the temperature remains above freezing but below eighty (80) degrees Fahrenheit (F). The state agency may provide insulated coolers if appropriate.

#### **Subparagraphs of Paragraph 2.2.4 inserted and/or revised by Amendment #001**

- 2.2.4 The contractor shall deliver specified laboratory samples picked up from the various locations, to the state agency or designated laboratory location no later than 7:30 a.m. on the day following the pick up, including Saturday morning deliveries.
- a. The contractor may make after hour deliveries to the state agency designated laboratories in Jefferson City, Springfield, and Poplar Bluff if requested by the contractor and approved by the state agency.

- b. The contractor shall allow the state agency to conduct a background check on all of the contractor's drivers needing after hours access. The state agency shall be responsible for any charges associated with background check charges.
- c. The contractor shall acquire proper identification badges as requested by the state agency. Each of the three delivery sites will require a different approach to identification. The state agency will provide information on how to get proper identification after the contract is awarded.
- d. The contractor shall deliver laboratory samples to a designated location within the state agency or designated laboratory as mutually agreed upon by the contractor and the state agency.
- e. Certain laboratory samples from geographic region 3 shall be delivered to the state agency's designated laboratory in Springfield, Missouri located at 227 E. Chestnut Expressway.
- f. Certain laboratory samples from geographic region 4 shall be delivered to the state agency's designated laboratory in Poplar Bluff, Missouri located at 2875 James Boulevard.

2.2.5 The state agency reserves the right to change the pick up location with prior notice to the contractor.

2.2.6 The contractor shall provide emergency services as requested by the state agency from any location within the geographic region.

- a. For informational purposes only, emergency services have historically been requested approximately ten (10) to twelve (12) times per year. There is no known projection of origination.
- b. For emergency services, the contractor must pick up the laboratory samples and deliver such to the state agency within twelve (12) hours of being notified.
- c. The state agency shall provide the contractor with the names of state agency personnel who are authorized to request emergency services.
- d. The contractor shall be available to provide emergency services on a twenty-four (24) hour per day, seven (7) day per week basis.
  - 1) The State Public Health Laboratory is available 24 hours per day, Monday through Friday, including holidays, to accept deliveries. In the event of an emergency, the State Public Health Laboratory would be open to accept deliveries on Saturday and/or Sunday.

2.2.7 Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.

## **2.3 Record Requirements:**

2.3.1 The contractor shall provide a daily pick up log in which the contractor must maintain and document each location where laboratory samples were picked up as well as locations where laboratory samples were not available.

- a. The daily pick up log must be completed with the pick up location, date, number of containers picked up, the actual time the contractor made the pick up, and an authorized signature of a representative at each location.
- b. The contractor shall provide each location with a receipt indicating the date and the number of containers picked up from the location.

- c. The contractor shall submit the daily pick up log to the state agency at the time laboratory samples are being delivered to the state agency

## **2.4 Payment and Invoicing Requirements:**

2.4.1 Immediately upon award of the contract, the contractor needs to submit or must have already submitted a properly completed State Vendor ACH/EFT Application, since the State of Missouri intends to make contract payments through Electronic Funds Transfer.

- a. If not already submitted, the contractor needs to obtain a copy of the State Vendor ACH/EFT Application and completion instructions from the Internet at:

<http://www.oa.mo.gov/purch/vendorinfo/vendorach.pdf>

- b. The contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the State of Missouri's EFT addendum record to enable the contractor to properly apply the state agency's payment to the invoice submitted.

2.4.2 Invoicing –

- a. The contractor shall submit an itemized monthly invoice, in quadruplicate (4) for services provided, to the following address:

Missouri Department of Health and Senior Services  
State Public Health Laboratory  
307 West McCarty  
Jefferson City, Mo 65102

2.4.3 Payments –

- a. The contractor shall be paid in accordance with the applicable firm, fixed price per location, per day as stated on the pricing page of this document for each location stop which is documented in the contractor's daily pick up log.
- b. The contractor shall be paid for authorized emergency services that are provided within twelve (12) hours in accordance with the firm, fixed price for emergency services stated on the pricing page of this document.

2.4.4 Other than the payments specified above, no other payment(s) or reimbursement(s) shall be made to the contractor for any reason whatsoever.

## **2.5 Other Contractual Requirements:**

2.5.1 Definition of a Contract - A binding contract shall consist of: (1) the RFP, amendments thereto, and any Best and Final Offer (BAFO) request(s) with RFP changes/additions, (2) the contractor's proposal including any BAFOs and (3) the Division of Purchasing and Materials Management's acceptance of the proposal by "notice of award" or by "purchase order". All Exhibits and Attachments included in the RFP shall be incorporated into the contract by reference.

- a. The notice of award does not constitute a directive to proceed. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized purchase order.
- b. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.

- c. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Division of Purchasing and Materials Management or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence from the state agency, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

- 2.5.2 Contract Period - The original contract period shall be as stated in the Request for Proposal (RFP). The contract shall not bind, nor purport to bind, the state for any contractual commitment in excess of the original contract period. The Division of Purchasing and Materials Management shall have the right, at its sole option, to renew the contract for three (3) additional one-year periods, or any portion thereof. In the event the Division of Purchasing and Materials Management exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.
- 2.5.3 Termination - The Division of Purchasing and Materials Management reserves the right to terminate the contract at any time, for the convenience of the State of Missouri, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive just and equitable compensation for that work completed pursuant to the contract prior to the effective date of termination.
- 2.5.4 Contractor Liability - The contractor shall be responsible for any and all injury or damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition to the liability imposed upon the contractor on account of personal injury, bodily injury (including death), or property damage suffered as a result of the contractor's negligence, the contractor assumes the obligation to save the State of Missouri, including its agencies, employees, and assigns, from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold the State of Missouri, including its agencies, employees, and assigns, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.

However, the contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State of Missouri, including its agencies, employees, and assigns.
- 2.5.5 Insurance: The contractor shall understand and agree that the State of Missouri cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract.

Therefore, the contractor shall maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any loss, damage, and/or expense related to his/her performance under the contract. The insurance coverage shall include, but shall not necessarily be limited to, general liability, professional liability, etc. In addition, automobile liability coverage for the operation of any motor vehicle must be maintained if the terms of the contract require any form of transportation services. The limits of liability for all types of coverage shall not be less than \$2,000,000 per occurrence. The contractor shall provide written evidence of the insurance to the state agency. Such evidence shall include, but shall not necessarily be limited to: effective dates of coverage, limits of liability, insurer's name, policy number, endorsement by representatives of the insurance company, etc. Evidence of self-insurance coverage or of another alternate risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable. The evidence of insurance coverage must be submitted before or upon award of the contract. The contract number must be identified on the evidence of insurance coverage. In the event the insurance coverage is canceled, the state agency must be notified immediately.



- 2.5.6 Subcontractors - Any subcontracts for the services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the State of Missouri and to ensure that the State of Missouri is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the State of Missouri and the contractor. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. The contractor shall agree and understand that utilization of a subcontractor to provide any of the services in the contract shall in no way relieve the contractor of the responsibility for providing the services as described and set forth herein. The contractor must obtain the approval of the State of Missouri prior to establishing any new subcontracting arrangements and before changing any subcontractors.
- 2.5.7 Contractor Status - The contractor represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the State of Missouri. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Missouri, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
- 2.5.8 Commercial Drivers License - The contractor and the contractor's drivers who, in the provision of services under the contract: (1) operate a vehicle over 26,000 pounds, (2) haul hazardous material, (3) transport more than 15 passengers, or (4) engage in any other activity outlined in the Uniform Commercial Drivers License Act, must comply with the requirements in the Uniform Commercial Drivers License Act. The contractor must submit proof or verification of compliance with such Act to the state agency no later than 30 calendar days after award of the contract.
- 2.5.9 Coordination - The contractor shall fully coordinate all contract activities with those activities of the state agency. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the state agency or the Division of Purchasing and Materials Management throughout the effective period of the contract.
- 2.5.10 Property of State - All reports, documentation, and material developed or acquired by the contractor as a direct requirement specified in the contract shall become the property of the State of Missouri. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the state agency.

### **3. PROPOSAL SUBMISSION INFORMATION**

#### **3.1 Submission of Proposals:**

##### **3.1.1 ELECTRONIC SUBMISSION OF PROPOSALS THROUGH THE ON-LINE BIDDING WEB SITE IS NOT AVAILABLE FOR THIS RFP.**

##### **3.1.2 When submitting a proposal, the offeror should include three (3) additional copies along with their original proposal. The front cover of the original proposal should be labeled “original” and the front cover of all copies should be labeled “copy”.**

- a. Both the original and the copies should be printed on recycled paper and double sided. All proposals and copies should minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding.
- b. Imaging Ready – In addition, all proposals are scanned into the Division of Purchasing and Materials Management imaging system after a contract is executed, or all proposals are rejected.
  - 1) The scanned information will be able to be viewed through the Internet from the Public Record Search system. Therefore, the offeror is advised not to include personal identifying information such as social security numbers in the proposal.
  - 2) In preparing a proposal, the offeror should be mindful of document preparation efforts for imaging purposes and storage capacity that will be required to image the proposals. Glue bound materials should not be used.

##### **3.1.3 To facilitate the evaluation process, the offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein. The offeror is cautioned that it is the offeror’s sole responsibility to submit information related to the evaluation categories and that the State of Missouri is under no obligation to solicit such information if it is not included with the proposal. The offeror’s failure to submit such information may cause an adverse impact on the evaluation of the proposal.**

- a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.
- b. The proposal should be page numbered.
- c. The signed page one from the original RFP and all signed amendments should be placed at the beginning of the proposal.

##### **3.1.4 The offeror should complete Exhibit D, Miscellaneous Information, to document: (1) if the offeror qualifies as either a nonprofit organization for the blind or a sheltered workshop, or if the offeror is proposing to include products and/or services manufactured, produced, or assembled by such an organization, and (2) whether the offeror and/or any of the owners of the offeror’s organization are currently an employee of the State of Missouri, a member of the General Assembly, or a statewide elected official, and (3) if any products and/or services offered under the RFP are being manufactured or performed at sites outside the continental United States.**

##### **3.1.5 Offeror’s Contacts:**

- a. Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. The buyer may be contacted via e-mail or phone as shown on the first page, or via facsimile to 573-526-9817. The offeror may contact the

Office of Equal Opportunity regarding MBE/WBE certification or subcontracting with MBE/WBE companies at (877) 259-2963 or (573) 751-8130 or by fax at (573) 522-8078.

- b. Offerors and their agents may not contact any other state employee regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.
- c. Offerors are advised that any questions received less than ten calendar days prior to the RFP opening date may not be answered.

### **3.2 Competitive Negotiation of Proposals:**

3.2.1 The offeror is advised that under the provisions of this Request for Proposal, the Division of Purchasing and Materials Management reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

- a. Negotiations may be conducted in person, in writing, or by telephone.
- b. Negotiations will only be conducted with potentially acceptable proposals. The Division of Purchasing and Materials Management reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation phase. All offerors involved in the negotiation process will be invited to submit a best and final offer.
- c. Terms, conditions, prices, methodology, or other features of the offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- d. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the Division of Purchasing and Materials Management determines that a change in such requirements is in the best interest of the State of Missouri.

### **3.3 Evaluation and Award Process:**

3.3.1 After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. Cost.....50%
- b. Experience, Reliability, Expertise, and Method of Performance.....50%

3.3.2 After an initial screening process, a question and answer conference or interview may be conducted with the offeror, if deemed necessary by the Division of Purchasing and Materials Management. In addition, the offeror may be asked to make an oral presentation of their proposal during the conference. Attendance cost at the conference shall be at the offeror's expense. All arrangements and scheduling shall be coordinated by the Division of Purchasing and Materials Management.

3.3.3 Preference for Organizations for the Blind and Sheltered Workshops - Pursuant to RSMo 34.165, a five (5) bonus point preference shall be granted to offerors including products and/or services manufactured, produced or assembled by a qualified nonprofit organization for the blind established pursuant to 41 U.S.C. sections 46 to 48c or a sheltered workshop holding a certificate of approval from the Department of Elementary and Secondary Education pursuant to section 178.920 RSMo. Five bonus points will be added to the total evaluation points for offerors qualifying for the preference.

- a. If the offeror is an organization for the blind or sheltered workshop, the offeror should provide evidence of qualifications (i.e., copy of certificate or certificate number).
- b. If the offeror is utilizing an organization for the blind or a sheltered workshop as a subcontractor, the offeror should submit: (1) a letter of intent signed by the organization for the blind or sheltered workshop describing the products/services they will provide and indicating their commitment to aid the contractor's performance under the prospective state contract, and (2) evidence that the subcontractor qualifies as an organization for the blind or sheltered workshop.
- c. The two known organizations for the blind in the State of Missouri are Lighthouse for the Blind and Alpha Pointe. A list of Missouri sheltered workshops can be found at the following internet address:

<http://www.dese.mo.gov/divspced/shelteredworkshops/swindex.html>

### **3.4 Evaluation of Cost:**

- 3.4.1 For evaluation purposes only, total cost will be computed utilizing the offeror's firm, fixed price(s) per location, per day multiplied by the minimum number of location stops by 260 days for the associated geographic region. In addition, a figure of ten (10) will be utilized with the offeror's firm, fixed price(s) for emergency services.
- 3.4.2 The evaluation will include the original contract period plus renewal option periods
- 3.4.3 The offeror shall agree and understand that the quantities used in the evaluation of cost are provided solely to document how cost will be evaluated. The State of Missouri makes no guarantee regarding the accuracy of the quantities stated nor does the State of Missouri intend to imply that the figures used for the cost evaluation in any way reflect actual nor anticipated usage.

### **3.5 Evaluation of Offeror's Experience, Reliability, Expertise, and Method of Performance:**

- 3.5.1 Experience and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 3.5.2 The offeror should provide the following information related to previous and current services/contracts performed by the offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP. The information may be shown on the form attached as Exhibit A to this RFP or in a similar manner.
  - a. Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
  - b. Dates of the service/contract; and
  - c. A brief, written description of the specific prior services performed and requirements thereof.
- 3.5.3 Business Compliance - The offeror must be in compliance with the laws regarding conducting business in the State of Missouri. The offeror certifies by signing the signature page of this original document and any amendment signature page(s) that the offeror and any proposed subcontractors are presently in compliance with such laws. The offeror shall provide documentation of compliance upon request by the Division of Purchasing and Materials Management. The compliance to conduct business in the state shall include, but not necessarily be limited to:
  - a. Registration of business name (if applicable)
  - b. Certificate of authority to transact business/certificate of good standing (if applicable)
  - c. Taxes (e.g., city/county/state/federal)

- d. State and local certifications (e.g., professions/occupations/activities)
- e. Licenses and permits (e.g., city/county license, sales permits)
- f. Insurance (e.g., worker's compensation/unemployment compensation)

3.5.4 The qualifications of the personnel proposed by the offeror to perform the requirements of this RFP, whether from the offeror's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the offeror should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.

- a. The offeror may utilize Exhibit B for summarizing the personnel information and should submit detailed resumes for proposed key personnel.
  - 1) Resumes should be structured to emphasize relevant qualifications and experience of the personnel in successfully completing contracts/performing services of a similar size and scope to the requirements of this RFP.
  - 2) Information submitted should clearly identify previous experience in performing similar services and should include beginning and ending dates, a description of the role of the person in such performances, results of the services performed, and how the person's involvement in that project will relate to the person's ability to contribute to the State of Missouri.
  - 3) If personnel are not yet hired, the offeror should provide detailed descriptions of the required employment qualifications; and detailed job descriptions of the position to be filled, including the type of person proposed to be hired.

3.5.5 The offeror should submit a copy of all licenses, certifications, accreditations, and/or permits which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the offeror's business. If not submitted with the proposal, the State of Missouri reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

3.5.6 Proposals will be subjectively evaluated based on the offeror's distinctive plan for performing the requirements of the RFP. Therefore, the offeror should present a written narrative which demonstrates the method or manner in which the offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.

3.5.7 The method by which the proposed method of performance is written is left to the discretion of the offeror. However, the following method is recommended:

On Exhibit C, or in any other appropriate format, identify each specific paragraph and subparagraph of the Contract Requirements by paragraph and page number as an item for discussion. Immediately below these numbers, write a description of how, when, by whom, with what, to what degree, why, where, etc., the requirements will be satisfied.

3.5.8 In presenting the method of performance, the offeror should submit or describe the following:

- a. Provide the number of courier drivers.
- b. Provide the number of routes.
- c. Provide the number and location of transfer points.
- d. Provide a description for the chain of custody practices.
- e. Provide a description of the proposed services that will be performed that will be provided by Missourians.

- f. Provide a description of the economic impact returned to the State of Missouri through tax revenue obligations.
- g. Provide a description of the company's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other), including Missouri employee statistics.

3.5.9 The offeror should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used.

- a. The organizational chart should outline the team proposed for this project and the relationship of those team members to each other and to the management structure of the offeror's organization.
- b. The organizational chart should include the following information:
  - 1) The relationship of service personnel to management and support personnel.
  - 2) The names of the personnel and the working titles of each.
  - 3) Any proposed subcontractors including management, supervisory, and other key personnel.
- c. Along with a detailed organizational chart, the offeror should describe the following:
  - 1) How services of the contract will be managed, controlled, and supervised in order to ensure satisfactory contract performance.
  - 2) Total Personnel Resources - The offeror should provide information that documents the depth of resources to ensure completion of all requirements on time and on target. If the offeror has other ongoing contracts that also require personnel resources, the offeror should document how sufficient resources will be provided to the State of Missouri.

#### 4. PRICING PAGES

- 4.1 The offeror shall provide the following firm, fixed price for providing services as specified herein to all geographic regions identified on below. All costs associated with providing the required services shall be included in the stated price.

<b>GEOGRAPHIC REGION 1</b>		
<b>Line Item #</b>	<b>Description C/S Code: 99510</b>	<b>Firm, Fixed Price</b>
001	Per location, per day	\$ _____
002	Per location, emergency services	\$ _____

<b>GEOGRAPHIC REGION 2</b>		
<b>Line Item #</b>	<b>Description C/S Code: 99510</b>	<b>Firm, Fixed Price</b>
003	Per location, per day	\$ _____
004	Per location, emergency services	\$ _____

<b>GEOGRAPHIC REGION 3</b>		
<b>Line Item #</b>	<b>Description C/S Code: 99510</b>	<b>Firm, Fixed Price</b>
005	Per location, per day	\$ _____
006	Per location, emergency services	\$ _____

<b>GEOGRAPHIC REGION 4</b>		
<b>Line Item #</b>	<b>Description C/S Code: 99510</b>	<b>Firm, Fixed Price</b>
007	Per location, per day	\$ _____
008	Per location, emergency services	\$ _____

<b>GEOGRAPHIC REGION 5</b>		
<b>Line Item #</b>	<b>Description</b> <i>C/S Code: 99510</i>	<b>Firm, Fixed Price</b>
009	Per location, per day	\$ _____
010	Per location, emergency services	\$ _____

<b>GEOGRAPHIC REGION 6</b>		
<b>Line Item #</b>	<b>Description</b> <i>C/S Code: 99510</i>	<b>Firm, Fixed Price</b>
011	Per location, per day	\$ _____
012	Per location, emergency services	\$ _____

#### 4.2 Renewal Option:

The offeror must indicate below the maximum allowable percentage of price increase or **guaranteed** minimum percentage of price decrease applicable to the renewal option years. If a percentage is not quoted (i.e. left blank), the state shall have the right to execute the option at the same price(s) quoted for the original contract period. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE.

All increases or decreases shall be calculated against the **ORIGINAL** contract price, NOT against the previous year's price. A CUMULATIVE CALCULATION SHALL NOT BE UTILIZED.

NOTICE: **DO NOT COMPLETE BOTH A MAXIMUM INCREASE AND A MINIMUM DECREASE FOR THE SAME RENEWAL PERIOD.**

Maximum Increase

Minimum Decrease

1st Renewal Period: original price + \_\_\_\_\_% **OR** original price - \_\_\_\_\_%

2nd Renewal Period: original price + \_\_\_\_\_% **OR** original price - \_\_\_\_\_%

3rd Renewal Period: original price + \_\_\_\_\_% **OR** original price - \_\_\_\_\_%



**EXHIBIT A****PRIOR EXPERIENCE OF OFFEROR**

The offeror should copy and complete this form for each reference being submitted as demonstration of the offeror's prior experience. In addition, the offeror is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name:</b>	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	
Address of Reference Company:	
Reference Contact Person Name:	
Contact Person Phone #	
Contact Person e-mail address:	
Dates of Prior Services:	
Dollar Value of Prior Services	
Description of Prior Services Performed	

**EXHIBIT B****PERSONNEL EXPERTISE SUMMARY****(Also attach resumes for key personnel)**

Personnel	Background and Expertise of Personnel
1. _____ (Name)  _____ (Title)	
2. _____ (Name)  _____ (Title)	
3. _____ (Name)  _____ (Title)	
4. _____ (Name)  _____ (Title)	
5. _____ (Name)  _____ (Title)	
6. _____ (Name)  _____ (Title)	
7. _____ (Name)  _____ (Title)	

**EXHIBIT C**

**METHOD OF PERFORMANCE**

The offeror may use this form, or any format desired, to present a written plan for performing the requirements specified in this Request for Proposal.

**EXHIBIT D****MISCELLANEOUS INFORMATION**

1. **Organizations for the Blind or Sheltered Workshop** - If the offeror qualifies as either a qualified nonprofit organization for the blind or a sheltered workshop, or if the offeror is proposing to include products and/or services manufactured, produced, or assembled by such an organization, the offeror should identify the name of the organization in the space below and should attach all supporting documentation, as referenced elsewhere herein.

Name & Address of Organization for Blind/Sheltered Workshop:	_____
	_____

2. **Employee Bidding/Conflict of Interest** - Offerors who are employees of the State of Missouri, a member of the General Assembly or a statewide elected official must comply with Sections 105.450 to 105.458 RSMo regarding conflict of interest. If the offeror and/or any of the owners of the offeror's organization are currently an employee of the State of Missouri, a member of the General Assembly or a statewide elected official, please provide the following information.

Name of State Employee, General Assembly Member, or Statewide Elected Official:		
	In what office/agency are they employed?	
	Employment Title:	
Percentage of ownership interest in offeror's organization:		_____ %

3. **Outside United States** - If any products and/or services offered under this RFP are being manufactured or performed at sites outside the continental United States, the offeror **MUST** disclose such fact and provide details in the space below or on an attached page.

Are products and/or services being manufactured or performed at sites outside the continental United States?	Yes _____	No _____
Describe and provide details:		

**STATE OF MISSOURI**  
**DIVISION OF PURCHASING AND MATERIALS MANAGEMENT**  
**TERMS AND CONDITIONS -- REQUEST FOR PROPOSAL**

## 1. TERMINOLOGY/DEFINITIONS

Whenever the following words and expressions appear in a Request for Proposal (RFP) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Agency and/or State Agency** means the statutory unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased by the **Division of Purchasing and Materials Management (DPMM)**. The agency is also responsible for payment.
- b. **Amendment** means a written, official modification to an RFP or to a contract.
- c. **Attachment** applies to all forms which are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- d. **Proposal Opening Date and Time** and similar expressions mean the exact deadline required by the RFP for the receipt of sealed proposals.
- e. **Offeror** means the person or organization that responds to an RFP by submitting a proposal with prices to provide the equipment, supplies, and/or services as required in the RFP document.
- f. **Buyer** means the procurement staff member of the DPMM. The **Contact Person** as referenced herein is usually the Buyer.
- g. **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- h. **Contractor** means a person or organization who is a successful offeror as a result of an RFP and who enters into a contract.
- i. **Exhibit** applies to forms which are included with an RFP for the offeror to complete and submit with the sealed proposal prior to the specified opening date and time.
- j. **Request for Proposal (RFP)** means the solicitation document issued by the DPMM to potential offerors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Amendments thereto.
- k. **May** means that a certain feature, component, or action is permissible, but not required.
- l. **Must** means that a certain feature, component, or action is a mandatory condition.
- m. **Pricing Page(s)** applies to the form(s) on which the offeror must state the price(s) applicable for the equipment, supplies, and/or services required in the RFP. The pricing pages must be completed and submitted by the offeror with the sealed proposal prior to the specified proposal opening date and time.
- n. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of DPMM.
- o. **Shall** has the same meaning as the word **must**.
- p. **Should** means that a certain feature, component and/or action is desirable but not mandatory.

## 2. APPLICABLE LAWS AND REGULATIONS

- a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the DPMM.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the RFP or resulting contract shall be in the Circuit Court of Cole County, Missouri.

## 3. OPEN COMPETITION/REQUEST FOR PROPOSAL DOCUMENT

- a. It shall be the offeror's responsibility to ask questions, request changes or clarification, or otherwise advise the DPMM if any language, specifications or requirements of an RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source. Any and all communication from offerors regarding specifications, requirements, competitive proposal process, etc., must be directed to the buyer from the DPMM, unless the RFP specifically refers the offeror to another contact. Such communication should be received at least ten calendar days prior to the official proposal opening date.
- b. Every attempt shall be made to ensure that the offeror receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all offerors will be advised, via the issuance of an amendment to the RFP, of any relevant or pertinent information related to the procurement. Therefore, offerors are advised that unless specified elsewhere in the RFP, any questions received less than ten calendar days prior to the RFP opening date may not be answered.
- c. Offerors are cautioned that the only official position of the State of Missouri is that which is issued by the DPMM in the RFP or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. The DPMM monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among offerors, price-fixing by offerors, or any other anticompetitive conduct by offerors which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. The RFP is available for viewing and downloading on the state's On-Line Bidding website. Registered vendors are electronically notified or mailed the RFP based on the information maintained in the State of Missouri's vendor database. If any portion of the address is incorrect, the offeror must notify the buyer in writing or update the address themselves on the state's On-Line Bidding website.
- f. The DPMM reserves the right to officially amend or cancel an RFP after issuance.

## 4. PREPARATION OF PROPOSALS

- a. Offerors **must** examine the entire RFP carefully. Failure to do so shall be at offeror's risk.

- b. Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All proposals must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the RFP, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The offeror may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the proposal. In addition, the offeror shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Proposals which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Proposals lacking any indication of intent to offer an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the RFP.
- e. In the event that the offeror is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of an RFP, such a offeror may submit a proposal which contains a list of statutory limitations and identification of those prohibitive clauses which will be modified via a clarification conference between the DPMM and the offeror, if such offeror is selected for contract award. The clarification conference will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the RFP. Any such offeror needs to include in the proposal, a complete list of statutory references and citations for each provision of the RFP which is affected by this paragraph.
- f. All equipment and supplies offered in a proposal must be new, of current production, and available for marketing by the manufacturer unless the RFP clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- g. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the RFP.
- h. Prices offered shall remain valid for 90 days from proposal opening unless otherwise indicated. If the proposal is accepted, prices shall be firm for the specified contract period.
- i. Any foreign offeror not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their proposal in order to be considered for award.

## 5. SUBMISSION OF PROPOSALS

- a. Proposals may be submitted by delivery of a hard copy to the DPMM office. Electronic submission of proposals through the State of Missouri's On-Line Bidding website is not available unless stipulated in the RFP. Delivered proposals must be sealed in an envelope or container, and received in the DPMM office located at 301 West High St, Rm 630 in Jefferson City, MO no later than the exact opening time and date specified in the RFP. All proposals must (1) be submitted by a duly authorized representative of the offeror's organization, (2) contain all information required by the RFP, and (3) be priced as required. Hard copy proposals may be mailed to the DPMM post office box address. However, it shall be the responsibility of the offeror to ensure their proposal is in the DPMM office (address listed above) no later than the exact opening time and date specified in the RFP.
- b. The sealed envelope or container containing a proposal should be clearly marked on the outside with (1) the official RFP number and (2) the official opening date and time. Different proposals should not be placed in the same envelope, although copies of the same proposal may be placed in the same envelope.
- c. A proposal submitted electronically may be modified on-line prior to the official opening date and time. A proposal which has been delivered to the DPMM office, may be modified by signed, written notice which has been received by the DPMM prior to the official opening date and time specified. A proposal may also be modified in person by the offeror or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to modify a proposal shall not be honored.
- d. A proposal submitted electronically may be canceled on-line prior to the official opening date and time. A proposal which has been delivered to the DPMM office, may only be withdrawn by a signed, written notice or facsimile which has been received by the DPMM prior to the official opening date and time specified. A proposal may also be withdrawn in person by the offeror or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to withdraw a proposal shall not be honored.
- e. When submitting a proposal electronically, the offeror indicates acceptance of all RFP terms and conditions by clicking on the "Submit" button on the Electronic Bid Response Entry form. Offerors delivering a hard copy proposal to DPMM must sign and return the RFP cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the offeror of all RFP terms and conditions. Failure to do so may result in rejection of the proposal unless the offeror's full compliance with those documents is indicated elsewhere within the offeror's response.

## 6. PROPOSAL OPENING

- a. Proposal openings are public on the opening date and at the opening time specified on the RFP document. Only the names of the respondents shall be read at the proposal opening and posted on the state's On-Line Bidding website. The contents of the responses shall not be disclosed at this time.
- b. Proposals which are not received in the DPMM office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late proposals may only be opened under extraordinary circumstances in accordance with 1 CSR 40-1.050.

## 7. PREFERENCES

- a. In the evaluation of proposals, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- c. In accordance with Executive Order 98-21, contractors are encouraged and may be required per the RFP to utilize certified minority and women-owned businesses in selecting subcontractors.

## 8. EVALUATION/AWARD

- a. Any clerical error, apparent on its face, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the offeror and request clarification of the intended proposal. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- b. Any pricing information submitted by an offeror shall be subject to evaluation if deemed by the DPMM to be in the best interest of the State of Missouri.
- c. The offeror is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the State of Missouri. However, unless otherwise specified in the RFP, pricing shall be evaluated at the maximum potential financial liability to the State of Missouri.

- d. Awards shall be made to the offeror whose proposal (1) complies with all mandatory specifications and requirements of the RFP and (2) is the lowest and best proposal, considering price, responsibility of the offeror, and all other evaluation criteria specified in the RFP and any subsequent negotiations and (3) complies with Sections 34.010 and 34.070 RSMo and Executive Order 04-09.
- e. In the event all offerors fail to meet the same mandatory requirement in an RFP, DPMM reserves the right, at its sole discretion, to waive that requirement for all offerors and to proceed with the evaluation. In addition, the DPMM reserves the right to waive any minor irregularity or technicality found in any individual proposal.
- f. The DPMM reserves the right to reject any and all proposals.
- g. When evaluating a proposal, the State of Missouri reserves the right to consider relevant information and fact, whether gained from a proposal, from a offeror, from offeror's references, or from any other source.
- h. Any information submitted with the proposal, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a proposal and the award of a contract.
- i. Negotiations may be conducted with those offerors who submit potentially acceptable proposals. Proposal revisions may be permitted for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of any information submitted by competing offerors.
- j. Any award of a contract shall be made by notification from the DPMM to the successful offeror. The DPMM reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by DPMM based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.
- k. Pursuant to Section 610.021 RSMo, proposals and related documents shall not be available for public review until after a contract is executed or all proposals are rejected.
- l. The DPMM posts all proposal results on the On-line Bidding website for a reasonable period after proposal award and maintains images of all proposal file material for review. Offerors who include an email address with their proposal will be notified of the award results via email.
- m. The DPMM reserves the right to request clarification of any portion of the offeror's response in order to verify the intent of the offeror. The offeror is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- n. Any proposal award protest must be received within ten (10) calendar days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (10).
- o. The final determination of contract(s) award shall be made by DPMM.

## 9. CONTRACT/PURCHASE ORDER

- a. By submitting a proposal, the offeror agrees to furnish any and all equipment, supplies and/or services specified in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the RFP, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with RFP changes/additions, (2) the contractor's proposal including the contractor's BAFO, and (3) DPMM's acceptance of the proposal by "notice of award" or by "purchase order."
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized purchase order.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the DPMM or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification.

## 10. INVOICING AND PAYMENT

- a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- b. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the DPMM.
- d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the RFP.
- e. The State of Missouri assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the state's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies, and/or services purchased by the State of Missouri shall be subject to late payment charges as provided in Section 34.055 RSMo.

## 11. DELIVERY

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

## 12. INSPECTION AND ACCEPTANCE

- a. No equipment, supplies, and/or services received by an agency of the state pursuant to a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The State of Missouri reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The State of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

**13. WARRANTY**

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the DPMM, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the state's acceptance of or payment for said equipment, supplies, and/or services.

**14. CONFLICT OF INTEREST**

- a. Officials and employees of the state agency, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the proposal the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

**15. REMEDIES AND RIGHTS**

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the State of Missouri of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the State of Missouri.

**16. CANCELLATION OF CONTRACT**

- a. In the event of material breach of the contractual obligations by the contractor, the DPMM may cancel the contract. At its sole discretion, the DPMM may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide DPMM within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach or if circumstances demand immediate action, the DPMM will issue a notice of cancellation terminating the contract immediately.
- c. If the DPMM cancels the contract for breach, the DPMM reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the DPMM deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.

**17. COMMUNICATIONS AND NOTICES**

Any notice to the contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the contractor.

**18. BANKRUPTCY OR INSOLVENCY**

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the DPMM immediately.
- b. Upon learning of any such actions, the DPMM reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

**19. INVENTIONS, PATENTS AND COPYRIGHTS**

The contractor shall defend, protect, and hold harmless the State of Missouri, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

**20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION**

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;
- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.



If discrimination by a contractor is found to exist, the DPMM shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the DPMM until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

## **21. AMERICANS WITH DISABILITIES ACT**

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

## **22. FILING AND PAYMENT OF TAXES**

The commissioner of administration and other agencies to which the state purchasing law applies shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and properly pay the tax as provided in chapter 144, RSMo. For the purposes of this section, "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore offeror's failure to maintain compliance with chapter 144, RSMo may eliminate their proposal from consideration for award.

## **23. TITLES**

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

Revised 08/28/04

**Attachment #1 revised by Amendment #001****ATTACHMENT #1****GEOGRAPHIC LOCATION STOPS*****#1 - CENTRAL DISTRICT***  
***Current Courier Stops***  
**29 Stops****Audrain County**

Audrain City-County Health Unit  
605 East Promenade, PO Box 957  
Mexico, MO 65265

Audrain Medical Center - Lab  
620 East Monroe  
Mexico, MO 65265

**Boone County**

Boone County Health Department  
1005 West Worley  
P.O. Box 6015  
Columbia, MO 65203

Boone Family Health Center  
1001 W. Worley Street  
Columbia, MO 65203

Boone Hospital Center  
1600 East Broadway  
Columbia, MO 65201

Planned Parenthood of Central Missouri  
711 North Providence Road  
Columbia, MO 65203

UMC Hospital & Clinics  
#1 Hospital Drive  
Columbia, MO 65212

**Callaway County**

Callaway County Health Department  
4950 County Road 304  
Fulton, MO 65251

**Camden County**

Camden County Health Department  
44 Roofener St.  
Camdenton, MO 65020

**Cole County**

Cole County Health Department  
1616 Industrial Drive  
Jefferson City, MO 65109

**Cooper County**

Cooper County Nursing Service  
606 East Spring Street  
Boonville, MO 65233

**Crawford County**

Crawford County Nursing Service/Health Dept.  
202 West Main Street, PO Box 367  
Steeleville, MO 65565

**Dent County**

Dent County Health Department  
601 South MacArthur  
Salem, MO 65560

**Franklin County**

Franklin County Dept of Health  
15 South Oak  
Union, MO 63084

**Gasconade/Osage Counties**

Gasconade/Osage County Health Dept.  
300 Schiller Street  
Hermann, MO 65041

**Howard County**

Howard County Public Health Department  
600 West Morrison, Suite 7  
Fayette, MO 65248

**Laclede County**

Laclede County Health Department  
405 Harwood Avenue  
Lebanon, MO 65536

**Lincoln County**

Lincoln County Health Department  
#5 Health Department Drive  
Troy, MO 63379

**Miller County**

Miller County Health Department  
132 Second Street, PO Box 2  
Tuscumbia, MO 65082

**Moniteau County**

Moniteau County Health Department  
401 South Francis  
California, MO 65018

**Montgomery County**

Montgomery County Health Department  
400 North Salisbury  
Montgomery City, MO 63361

**Morgan County**

Morgan County Health Department  
104 West Lafayette  
Versailles, MO 65084

**Pettis County**

Bothwell Regional Health Center  
601 East 14th Street  
Sedalia, MO 65301

Pettis County Health Department  
911 East 16th  
Sedalia, MO 65301

**Phelps County**

Phelps County Regional Medical Center  
1000 West 10th Street  
Rolla, MO 65401

**Phelps/Maries Counties**

Maries/Phelps County Health Department  
200 North Maine, Suite G51  
Rolla, MO 65401

**Pulaski County**

Pulaski County Health Department  
101 12th Street  
P.O. Box 498  
Crocker, MO 65452

**Warren County**

Warren County Health Department  
104 West Booneslick, Suite H  
Warrenton, MO 63383

**Washington County**

Washington County Health Department  
520 Purcell Drive  
Potosi, MO 63664

***#2 - NW DISTRICT  
Current Courier Stops  
38 Stops***

**Andrew County**

Andrew County Health Department  
502 1/2 South 71 Hwy, PO Box 271  
Savannah, MO 64485

**Atchison County**

Atchison County Health Department  
421 Main  
Tarkio, MO 64491

**Buchanan County**

Buchanan County Health Department  
904 South Tenth Street  
St. Joseph, MO 64503

Heartland Hospital East  
5325 Faraon Street  
St. Joseph, MO 64506

**Caldwell County**

Caldwell County Health Department  
275 South Washington  
Kingston, MO 64650

**Cass County**

Cass County Health Department  
300 South Main  
Harrisonville, MO 64701

**Carroll County**

Carroll County Health Department  
5 North Ely  
Carrollton, MO 64633

**Clay County**

Clay County Health Department  
1940 West Kansas Street  
Liberty, Mo 64068

Liberty Hospital  
2525 Glen Hendren Drive  
Liberty, MO 64068

North Kansas City Hospital  
2800 Clay Edwards Drive  
North Kansas City, MO 64116

**Clinton County**

Clinton County Health Department  
106 Bush Street  
Plattsburg, MO 64477

**Daviess County**

Daviess County Health Department  
609 A South Main Street  
Gallatin, MO 64640

**Dekalb County**

Cameron Area Health Office  
207 East McElwain  
Cameron, MO 64429

**Gentry/Worth/Dekalb Counties**

Tri-County Health Department  
302 North Park  
Stanberry, MO 64489

**Harrison County**

Harrison County Health Department  
1700 Bethany Ave., PO Box 425  
Bethany, MO 64424

**Holt County**

Holt County Health Department  
113 West Nodaway – P.O. Box 438  
Oregon, MO 64473

**Jackson County**

Baptist Medical Center  
6601 Rockhill Road  
Kansas City, MO 64131

Children's Mercy Hospital  
2401 Gillham Road  
Kansas City, MO 64108

Independence Health Department  
875 Vista Drive  
Independence, MO 64056

Jackson County Health Department  
313 South Liberty  
Independence, MO 64050

Kansas City Free Health Clinic  
3515 Broadway  
Kansas City, MO 64111

Kansas City Health Department  
2400 Troost Ave.  
Kansas City, MO 64108

Medical Center of Independence  
17203 East 23rd Street  
Independence, MO 64057

NW District Health Office  
3717 South Whitney Avenue  
Independence, MO 64055

Planned Parenthood of Mid MO and Eastern KC  
1001 East Cleaver Blvd.  
Kansas City, MO 64110-1699

Research Medical Center-KC  
2316 East Meyer Blvd, A Level Lab  
Kansas City, MO 64132

St. Joseph Health Center  
1000 Carondelet Drive  
Kansas City, MO 64114

St. Luke's Hospital  
4401 Wornall Road  
Kansas City, MO 64111

St. Mary's Hospital of Blue Springs  
201 R. D. Mize Road  
Blue Springs, MO 64014

Truman Medical Center-Lakewood (East)  
7900 Lee's Summit Road  
Kansas City, MO 64139

Truman Medical Center-Hospital Hill (West)  
2301 Holmes  
Kansas City, MO 64108

### **Johnson County**

Johnson County Community Health Services  
429 Burkarth  
Warrensburg, MO 64093



Western MO Medical Center Lab  
403 Burkarth Rd.  
Warrensburg, MO 64093

**Lafayette County**

Lafayette County Health Department  
547 South 13 Hwy  
Lexington, MO 64067

**Nodaway County**

Nodaway County Health Department  
515 North Main  
Maryville, MO 64468

**Platte County**

Platte County Health Department  
4443 NW Gateway  
Riverside, MO 64150

St. Luke's Northland Hospital  
5844 Northwest Barry Road, Suite 260  
Kansas City, MO 65154

**Ray County**

Ray County Health Department  
820 East Lexington Street  
Richmond, MO 64085

***#3 - SW DISTRICT  
Current Courier Stops  
29 stops***

**Barry County**

Barry County Health Department  
65 Main, PO Box 207  
Cassville, MO 65625

**Barton County**

Barton County Health Department  
1301 East 12th Street  
Lamar, MO 64759

**Bates County**

Bates County Health Department  
501 North Orange, P.O. Box 208  
Butler, MO 64730

**Benton County**

Benton County Health Department  
1234 Commercial, PO Box 935  
Warsaw, MO 65355

**Cedar County**

Cedar County Health Department  
1317 South Highway 32  
El Dorado Springs, MO 64744

**Christian County**

Christian County Health Department  
301 East Brick Street, PO Box 340  
Ozark, MO 65721

**Dade County**

Dade County Health Department  
413 West Water Street  
Greenfield, MO 65661

**Dallas County**

Dallas County Health Department  
1011 West Main, PO Box 199  
Buffalo, MO 65622

**Greene County**

Cox Hospital Center South  
3801 South National  
Springfield, MO 65807

Springfield-Greene County Public Health Center  
227 E. Chestnut Expressway  
Springfield, MO 65802

Smith Glynn-Callaway Clinic  
3231 South National  
Springfield, MO 65807

MO State Health Lab-SW Branch  
1414 West Elfindale  
Springfield, MO 65801

St. John's Regional Medical Center  
1235 East Cherokee  
Springfield, MO 65804

**Henry County**

Henry County Health Department  
306 South 2nd  
Clinton, MO 64735

**Hickory County**

Hickory County Health Department  
201 Cedar St., PO Box 21  
Hermitage, MO 65668

**Jasper County**

Joplin City Department of Health  
513 Kentucky  
Joplin, MO 64804

St. John's Regional Medical Center  
2727 McClelland Blvd  
Joplin, MO 64804-1695

Jasper County Health Department  
105 Lincoln  
Carthage, MO 64836

**Lawrence County**

Lawrence County Health Department  
105 West North Street  
Mt. Vernon, MO 65712

**McDonald County**

McDonald County Health Department  
500 Olin, P.O. Box 366  
Pineville, MO 64856

**Newton County**

Freeman Hospital West  
1102 West 32nd Street  
Joplin, MO 64804

Newton County Health Department  
812 West Harmony, PO Box 447  
Neosho, MO 64850

**Polk County**

Polk County Health Department  
1317 West Broadway, PO Box 124  
Bolivar, MO 65613

**St. Clair County**

St. Clair County Health Department  
530 Arduser Drive  
Osceola, MO 64776

**Stone County**

Stone County Health Department  
109 East 4th Street, PO Box 125  
Galena, MO 65656

**Taney County**

Taney County Health Department  
15479 Hwy 160, PO Box 369  
Forsyth, MO 65653

Skaggs Community Health Center  
251 Skaggs Road  
Branson, MO 65616

**Vernon County**

Vernon County Health Department  
301 North Washington, PO Box 486  
Nevada, MO 64772

**Webster County**

Webster County Health Department  
233 East Washington  
Marshfield, MO 65706

***#4 - SE DISTRICT  
Current Courier Stops  
35 Stops***

**Bollinger County**

Bollinger County Health Department  
107 Hwy 51 North, PO Box 409  
Marble Hill, MO 63764

**Butler County**

Butler County Health Department  
1619 North Main  
Poplar Bluff, MO 63901

Kneibert Clinic  
686 Lester Street  
Poplar Bluff, MO 63901

MO State Health Lab-SE Branch  
2875 James Blvd  
Poplar Bluff, MO 63901

Poplar Bluff Regional Medical Center (Three Rivers)  
2620 North Westwood Blvd  
Poplar Bluff, MO 63901

**Cape Girardeau County**

Cape Girardeau County Health Department  
1121 Linden, PO Box 1839  
Cape Girardeau, MO 63703

Southeast Missouri Hospital  
1701 Lacey Street  
Cape Girardeau, MO 63701

St. Francis Hospital  
211 St. Francis  
Cape Girardeau, MO 63701

**Carter County**

Carter County Health Department  
1611 Health Center Road, PO Box 70  
Van Buren, MO 63965

**Douglas County**

Douglas County Health Department  
603 NW 12th Avenue, Bldg. C  
Ava, MO 65608

**Dunklin County**

Dunklin County Health Department  
410 Teaco Road  
Kennett, MO 63857

**Howell County**

Howell County Health Dept.  
411 Garfield  
West Plains, MO 65775

**Iron County**

Iron County Health Department  
606 West Russell St.  
Ironton, MO 63650

**Jefferson County**

Jefferson County Health Department  
405 Main Street  
Hillsboro, MO 63050

Jefferson Memorial Hospital  
I-55 & Hwy61/ 67  
Crystal City, MO 63019

**Madison County**

Madison County Health Department  
806 West College Avenue  
Fredericktown, MO 63645

**Mississippi County**

Mississippi County Health Department  
1200 East Marshall  
Charleston, MO 63834

**New Madrid County**

New Madrid County  
406 Hwy 61  
New Madrid, MO 63869

**Oregon County**

Oregon County Health Department  
4<sup>th</sup> & Market Street, PO Box 189  
Alton, MO 65606

**Ozark County**

Ozark County Health Department  
304 West 3rd Street, PO Box 180  
Gainesville, MO 65655

**Pemiscot County**

Pemiscot County Health Department  
East Reed Street, PO Box 531  
Hayti, MO 63851

**Perry County**

Perry County Health Department  
406 North Spring, Suite #1  
Perryville, MO 63775

Perry County Memorial Hospital  
434 North West Street  
Perryville, MO 63775

**Reynolds County**

Reynolds County Health Department  
Buford and Green Street, PO Box 40  
Centerville, MO 63633

**Ripley County**

Ripley County Health Department  
1003 East Locust Street  
Doniphan, MO 63935

**Scott County**

Scott County Health Department  
45 South New Madrid, PO Box 70  
Benton, MO 63736

**Shannon County**

Shannon County Health Department  
110 Grey Jones Drive, PO Box 788  
Eminence, MO 65466

**St. Francois County**

St. Francois County Health Department  
1025 West Main, PO Box Q  
Park Hills, MO 63601

Mineral Area Regional Medical Center  
1212 Weber Road  
Farmington, MO 63640

Parkland Health Center  
1101 West Liberty  
Farmington, MO 63640

**St. Genevieve County**

St. Genevieve County Department of Health  
115 Basler Drive  
St. Genevieve, MO 63670

**Stoddard County**

Stoddard County Public Health Center  
1001 North Hwy 25, PO Box 277  
Bloomfield, MO 63825

**Texas County**

Texas County Health Department  
402 South 1st Street  
Houston, MO 65483

**Wayne County**

Wayne County Health Department  
Hwy 67 North, PO Box 259  
Greenville, MO 63944

**Wright County**

Wright County Health Department  
300 South Main, PO Box 97  
Hartville, MO 65667



**#5 - EASTERN DISTRICT**  
***Current Courier Stops***  
***18 Stops***

**St. Charles County**

Barnes St. Peter's  
#10 Hospital Drive  
St. Peters, MO 63376

St. Charles County Health Department  
1650 Boonslick  
St. Charles, MO 63301

St. Joseph Hospital West  
100 Medical Plaza Drive  
Lake St. Louis, MO 63367

**St. Louis City/County**

Cardinal Glennon Childrens Hospital  
1465 South Grand  
St. Louis, MO 63104

Childrens Hospital  
#1 Children's Place  
St. Louis, MO 63110

Depaul Health Center  
12303 Depaul Drive  
Bridgeton, MO 63044

Forest Park Hospital  
6150 Oakland Avenue  
St. Louis, MO 63139

Grace Hill Health Clinic  
2500 Hadley  
St. Louis, MO 63106

John C Murphy Health Center (St Louis Co. Hlth Dept)  
6065 Helen Avenue  
Berkeley, MO 63134

Missouri Baptist Medical Center  
3015 North New Ballas Road  
St. Louis, MO 63131

MO Eastern District Health  
220 South Jefferson, 2nd Floor  
St. Louis, MO 63103

Quest Diagnostics  
11636 Administration Drive  
St. Louis, MO 63146

St. Anthony's Medical Center  
10010 Kennerly Road  
St. Louis, MO 63128

St. John's Mercy Medical Center  
615 South New Ballas Road  
St. Louis, MO 63141

St. Joseph Hospital  
525 Couch Avenue  
St. Louis, MO 63122

St. Louis City Public Health Lab  
634 North Grand Blvd  
St. Louis, MO 63103

St. Luke's Hospital  
232 South Woodsmill Road  
Chesterfield, MO 63017

St. Mary's Health Center  
6420 Clayton Road  
Richmond Heights, MO 63117

***#6 - NE DISTRICT  
Current Courier Stops  
27 Stops***

**Adair County**

Adair County Health Department  
1001 South Jamison  
Kirksville, MO 63501

NE Regional Medical Center  
315 South Osteopathy Drive  
Kirksville, MO 63501

**Chariton County**

Chariton County Health Center  
206 State Street PO Box 214  
Keytesville, MO 65261

**Clark County**

Clark County Health Department  
670 North Johnson PO Box 12  
Kahoka, MO 63445

**Grundy County**

Grundy County Health Department  
1716 Lincoln Street  
Trenton, MO 64683

**Knox County**

Knox County Health Department  
217 North First St  
Edina, MO 63537

**Lewis County**

Lewis County Health Department  
101 State Highway A, PO Box 96  
Monticello, MO 63457

**Linn County**

Linn County Health Department  
635 South Main, PO Box 280  
Brookfield, MO 64628

**Livingston County**

Livingston County Health Department  
800 Adam Drive PO Box 973  
Chillicothe, MO 64601

**Macon County**

Macon County Health Department  
503 North Missouri St  
Macon, MO 63552

MO Department of Health-NE District  
708 Patton Street  
Macon, MO 63552

**Marion County**

Hannibal Regional Hospital  
Hwy 36 West, PO Box 551  
Hannibal, MO 63401

Marion County Health Department  
3105 Route W, PO Box 1378  
Hannibal, MO 63401

NECAC-Family Planning Center  
24 Northport Plaza  
Hannibal, MO 63401

**Mercer County**

Mercer County Health Department  
305 West Main  
Princeton, MO 64673

**Monroe County**

Monroe County Health Department  
310 North Market  
Paris, MO 65275

**Pike County**

Pike County Health Department  
5 East Church Street  
Bowling Green, MO 63334

**Putnam County**

Putnam County Health Department  
1613 Grant, PO Box 354  
Unionville, MO 63565

**Ralls County**

Ralls County Health Department  
405 West First, PO Box 434  
New London, MO 63549

**Randolph County**

Moberly Regional Medical Center  
1515 Union Street  
Moberly, MO 65270

Randolph County Health Department  
423 East Logan, PO Box 488  
Moberly, MO 65270

**Saline County**

Fitzgibbon Hospital  
2305 South Hwy 65  
Marshall, MO 65340

Saline County Health Department  
353 South Lafayette Street  
Marshall, MO 65340

**Schuyler County**

Schuyler County Health Department  
275 South Green, PO Box 387  
Lancaster, MO 63548

**Scotland County**

Scotland County Health Department  
Route 1, Box 55A  
Memphis, MO 63555

**Shelby County**

Shelby County Health Department  
700 East Main, PO Box 240  
Shelbyville, MO 63469

**Sullivan County**

Sullivan County Health Department  
#1 Hawthorne Drive, PO Box 129  
Milan, MO 63556